

Duluth Township Community Education Instructor Checklist

Prior to Start of Class

- ___ Complete a Community Education Class Proposal form and submit to the CE office.
Form available on the Duluth Township CE website.
- ___ Complete a Community Education Service Provider Agreement Form and submit to the CE office.
Form available on the Duluth Township CE website.
- ___ Complete a Community Education Service Provider Facility Use Agreement Form and submit to the CE office.
Form available on the Duluth Township CE website.
- ___ Prepare course outline, develop agenda and content. Photocopy participant handouts. Request equipment needed from CE office.
- ___ Obtain class list from CE office prior to first class.

During Class

- ___ Arrive early, greet students and introduce yourself. Take attendance and ensure all students have registered and paid.
- ___ Make class aware of emergency exits and restrooms.
- ___ Upon completion of class, hand out evaluation forms. Collect all completed forms and return to the CE office.
- ___ Leave space in clean and orderly condition.
- ___ Return any equipment to the CE office.